

# *Baldwin Park*



*Finance Director*

## *The Community*

Rich in California history and located in the central San Gabriel Valley region of Los Angeles County just 17 miles east of downtown Los Angeles, the City of Baldwin Park was originally part of the cattle grazing land belonging to the San Gabriel Mission. Now home to 78,000+ residents, Baldwin Park is strategically situated at the crossroads of two major freeways with easy access to airports, railroads, ports and public transportation. The City has one of the lowest crime rates per capita in the general Los Angeles region.

Baldwin Park's economic vitality is linked closely with its diversified business base and sought after consumer population. The buying power of the San Gabriel Valley equates to \$9 billion in retail sales annually. Target, Home Depot, Kaiser Permanente, In-N-Out Burgers, Wal-Mart, UPS and Waste Management Corporation are just a handful of the major corporations that have an established presence in the community.

Baldwin Park's diverse population enjoys housing choices that are extensive, comfortable and affordable. The City offers an array of housing options including suburban homes on quiet tree-lined streets, new and near-new condominiums and rental properties in a range of styles and sizes. The San Gabriel Mountains provide popular year-round hiking, fishing and camping opportunities for outdoor enthusiasts. Residents also enjoy neighborhood and community parks, along with the City's premier full-service Community Center that offers an aquatics center, physical fitness center, boxing and martial arts facility, as well as childcare.

The City's K-12 public education needs are met by the Baldwin Park Unified School District which currently operates 13 elementary schools, four junior high schools and three high schools. In addition, the City's award winning Adult School was recognized by the U.S. Department of Education as having an "Outstanding Adult Education and Literacy Program". Numerous higher education institutions, such as the University of Southern California and CSU Los Angeles, are all just a short distance away.



## *City Government*

Baldwin Park is a full-service municipality offering the full-range of city services excluding fire services which are provided by the Los Angeles County Fire Department. The City is supported by a general fund budget of \$22 million and 220 full and approximately 277 part-time employees.

Incorporated in 1956, Baldwin Park is a General Law City governed by a five member City Council. The Mayor is elected at-large every two years and Council Members are elected at-large to four-year, staggered terms. The Mayor Pro tem is selected by his/her peers on an annual, rotating basis. Manuel Lozano is currently serving his fourth term as Mayor. The City Clerk and City Treasurer are also elected positions. In addition to serving as the City Council, members also serve as the City's Community Development Committee, Housing Authority and Public Financing Authority. The City Council appoints the Chief Executive Officer.

CEO, Vijay Singhal, was unanimously appointed by the City Council last summer. Mr. Singhal was recruited to bring about significant change and improvement with respect to city operations and service delivery. To that end, he is assembling a dynamic team of professionals to carry out this exciting agenda. Mr. Singhal can best be described as an empowering results focused leader who is extraordinarily supportive of innovation, new ideas and continuous professional growth. The new Director of Finance can look forward to joining an evolving executive team that promises to be collegial, ambitious and action-oriented.



## *Finance Department*

The Finance Department is supported by 15 full-time staff (including the Director) and 4 part-time employees. The new Director will have the opportunity to assess the Department's resources, structure and roles, and make the necessary changes toward improvement in consultation with the CEO.

As a direct report to the CEO, Baldwin Park's new Finance Director will join other Directors as new members of the executive team. The culture of this important leadership group led by the CEO is rapidly becoming highly collaborative enjoying immense support for innovation, group problem solving and strategizing around common issues. The executive team benefits from the City Council's backing to strengthen and rebuild the City's administrative infrastructure of which the Finance Director will play an important role. At the conclusion of his/her tenure, the finance professional selected for the position will have a substantial portfolio of achievements to promote relating to modernization, staff development and customer service enhancements. If being part of a world class municipal transformation interests you, this just may be the right opportunity!



## *Finance Department*

### **Background, Education & Experience**

The ideal candidate will exhibit an in-depth and comprehensive understanding of California municipal finance management encompassing governmental accounting standards, reporting, financial planning, budgeting, payroll, purchasing procedures, investment, and technological applications. Demonstrated success at effectively managing change will be welcomed. He/she need not have been a Director before, but must demonstrate the capacity and capability suitable for a critical leadership position. Experience with financing new development, redevelopment and capital projects, along with managing federal and state grant compliance will be readily welcomed.

The Finance Director will be expected to establish the Department as a strategic business partner and valued internal consultant. On an ongoing basis, he/she will also be expected to facilitate effective decision making by conducting appropriate long-range forecasting, doing thorough research and remaining constantly aware of industry best practices.

A Bachelor's degree in accounting, finance, business/public administration or a related field is required and a Master's degree is preferable. The selected candidate will have at least ten years of increasingly responsible experience in finance, accounting, and public administration which shall include five years of supervisory or management experience. Two of the five years must include municipal finance management.

### **Leadership Attributes**

In addition to the previously mentioned qualifications, the ideal candidate will reveal the following professional characteristics:

- Visionary, yet sufficiently attentive to details
- Strong customer orientation
- Effective mentor and manager of people
- Technologically savvy
- Dedicated to continuous improvement
- Sound strategic thinker and problem solver
- Focused, results oriented leader
- Outstanding communicator
- Stays current in the profession
- Comfortable with change
- Prefers being part of a cohesive team





## Compensation & Benefits

Salary will be competitive with generous room to grow based on performance. The City also offers a comprehensive executive benefits plan that includes:

- **Retirement:** CalPERS 2.7% at 55; employee pays 5.598% (rate decrease 7/1/06)
- **Car Allowance:** \$300 per month or City vehicle provided
- **Health Insurance:** Allowance of \$1,200 per month to purchase Medical/Dental coverage; city contributes \$32.12 monthly towards vision insurance plan premium
- **Life Insurance:** \$60,000 term life & AD&D fully paid by City
- **Work Schedule:** City is on a 4/10 work schedule
- **Deferred Compensation:** Choice of plans, which allows employees to defer up to \$15,000 per year (employee contribution)
- **Leave:** City has a generous leave policy including vacation plus 72 hours of administrative leave, 110 holiday hours, and 96 hours of sick leave time granted annually
- **Miscellaneous:** The City also offers a Computer Purchase Program, Retiree Health-Single Premium, \$75.00/month for use of personal cell phone for City business



## Application Process & Recruitment Schedule

The closing date for this recruitment is **Monday, April 24, 2006**. To be considered for this opportunity, please submit a cover letter, resume that reflects scope of responsibility and significant accomplishments, salary history, and six professional references. For additional information regarding this opportunity, contact:



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Following the closing date, candidates with the most relevant qualifications and experience will be granted interviews by the consultants by early May. Those individuals judged to be best suited for the position will be invited to interview with the City. The City Council will participate in final interviews of the very top candidates. An appointment is anticipated by June upon the completion of thorough reference and background checks.

